Approved For Belease 1999/09/20: CIA-RDP78-03991A000500020043-7 Office Nemovandum • UNITED STATES GOVERNMENT

ro : Chief of Logistics

DATE: 3 February 1955

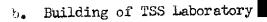
FROM : Chief, Real Estate & Construction Division

SUBJECT: Weekly Activity Report

1. Items of Special Interest:

- a. DCT Move from Admin. Bldg. to South Bldg.:
 - (1) Framing for walls and ceilings in DCI and DDCI suites is underway; and all necessary utility conduits and junction boxes have been installed.

 White oak plywood paneling will be delivered 1 March.
 - (2) Electrical outage scheduled for 6 Feb. will not be required, all interested parties are being advised.
 - (3) Memo outlining estimated cost of renovations to IAC Conference Room has been forwarded to DD/A.
 - (4) Memo relative to assignment of additional space to GPO is being prepared to the DD/A.
 - (5) ONE has agreed to temporary relocation of its personnel in order to permit the contractor to start work in the first floor reception area.
 - (6) Details are being worked out in connection with the temporary move of the General Counsel's Office.



25X1A

Drawings and specifications reviewed and returned to District Engineers. Meeting to discuss modifications to drawings and specifications with A-E at District Engineers Office planned for early next week.

25X1A

c.

25X1C

Mission Relocation:

Information received that they have completed the transfer of funds for additional construction and notified to proceed immediately with plans and

25X1C

25X1C

plans and requesting STATINTL

construction. The cable requesting requesting that they prepare plans in the field for the buildings and screen porches was disapproved, this

Approved For Release 1899/89/20e QIA-RDR78=03991 A000500020043-7

faster.

450

Approved For Release 1999/09/20 : CIA-RDP78 03991A000500020043-7

2. General:

Regulation covering the functions of the Space Maintenance & Facilities Br. is being drafted.

3. Projects and Studies in Process:

a. Construction and Utilities:

25X1A

(1)

This building is complete. Final inspection will be made by personnel of this office next week.

(b) Warehouse Bldg. repairs: Specifications drafted presently being typed.

25X1A

(2)

(a) Record Center Bldg.: As a result of recent inspection and discussions with C.O., Project Engineer the following action is being taken:

25X1A

- (i) Contractor directed to accomplish revised exterior electrical work, which will delay completion of project until 28 Feb.
- (ii) A change order will be negotiated with contractor which will permit him to delay completion of road work until after May 1955. The contractor will be responsible for maintaining grade and section until this portion is accepted.
- (iii) Bids received for erection of shelving have been reviewed. Due to various changes the specifications were revised and are being presented to bidder in an effort to have him accept the changes at the bid price. If he does not agree to the changes new bids will be solicited.

25X1A

(iv) C. O., reported to DD/A that a temporary structure at the DD/A requested this Div. to consider the following and report

25X1A 25X1A

SECRET

Approved For Release 1999/09/20 : CIA-RDP78-03991/A000500020043-7

_ 2A _

25X1A

recommendations and estimated cost to him as soon as possible: Use of sprinkler system and adequate water supply for fire protection of installation of window air conditioning in Commo spaces in lieu of that approved; and investigate repairs need to roof and such other portions of the building in order to place the building in satisfactory useable condition.

(b) Extras at Laboratory, Elevator:

Contractor is making very slow progress in drilling the shaft for the elevator since he struck hard rock in his drilling.

25X1A

(3)(c) is due next week.

Report on water analysis

25X1A

(4)

WE forwarding cable to Field requesting firm completion date.

25X1A (5

The project for new construction was approved and the Field has been informed by cable. A dispatch follow-up is being prepared by this office providing them with the necessary detail information.

25X1A (6)

The site plan of the proposed housing and the housing plans were reviewed and approved.

25X1A



<u>25X1A</u>

(5A)

A meeting was held with representatives of FE, DD/P-Admin., and others to discuss the new project approved by the Director. It was decided that Training and FE would work up the necessary training requirements and T/Os, and report them to RE&C to obtain estimates preliminary to preparation of a staff study.

(Note: See OUT 60200)

Next 1 Page(s) In Document Exempt

Approved For Release 1999/09/20: CIA-RDP78-03991A000500020043-7

-4-Secret

3 February 1955

3C - Space, Maintenance and Facilities

a. Utility Wiring and Air Conditioning Contract:

Schedule for electrical outage in connection with exchange of transformer at not yet determined.

25X1A

25X1A

b. FI - Commo - Air Conditioning,

25X1A

Twenty-five ton cooling tower received last week. Installation of electrical service for air conditioning has been delayed in favor of more pressing work.

c. Request of DD/P for Additional Space:

GSA has committed Wing 10, second floor, comprising approximately 6500 square feet for Agency use. The been requested to submit memorandum outlining need for space to DD/A through the Director of Security and Chief of Logistics.

25X1A 25X1A

25X1A

d.

- 1. Job order in the amount of \$17,500.00 for increased transformer capacity etc. has been forwarded to PBS. A second letter is being forwarded to PBS this date stating reasons why the additional work should be handled as an addendum to the present contract.
- 2. Sound laboratory project is approximately ninety percent camplete.
- e. Telephone Survey:

A physical survey of the OCI area was conducted on 27 January 1955. A memorandum containing the comments and recommendations of the survey team was forwarded to the Chief, Administrative Branch/OCI on 31 January 1955. Distribution of the Agency Telephone Directory (January issue) was accomplished by the close of business 2 February 1955.

SECRET

Approved For Release 1999/09/20: CIA-RDP78-03991A000500020043-7

–5– Secret

3 February 1955

f. Moves:

1. Completed during past week:

OCD (partial) within Tempo M Building, 31 January.

STATINTL

2. Tentative for coming week:

OTR within 7 February.

Committee within South Building, 7 February.

25X1A

25X1A Chief,

Real Estate and Construction Division

SECRET